

professional development provider directory

Professional Development Provider REGISTRATION SYSTEM

The Professional Development Provider Registration System was developed by the Professional Teaching Standards Board (PTSB) to provide information regarding professional development opportunities for New Jersey's teachers and education services personnel. As an outcome of the professional development initiative, the professional development registration system has become an extremely helpful resource for New Jersey's educators. More than 3,000 providers are registered on the system, including established educational institutions, not-for-profit educational associations, independent educational consultants, private educational companies and various educational organizations.

The provider system is divided into two sections: one for provider registration and one directory for professional development seekers. Applications for the provider system must be completed electronically by using the New Jersey Department of Education's web site address: **www.state.nj.us/education/**. The Department of Education reviews all registration forms for completeness. If the information is complete, the providers receive an email confirmation and a registration number. Registered New Jersey Professional Development Providers are expected to provide written documentation to those educators who attend their professional development experiences.

The directory of the provider system is a web-based listing of registered professional development providers. A seeker can peruse the system for professional development opportunities by using one of the five search avenues: provider name, geographic area served, Core Curriculum Content Standards, instructional concentration, and/or a keyword search. The directory has become a valuable resource for those educators and local professional development committees who are seeking professional development opportunities.

Both the New Jersey Department of Education and the Professional Teaching Standards Board are committed to the professional development initiative to improve teaching skills and enhance student learning. The Professional Development Provider System has been designed to accommodate the educators of our state to help achieve this goal.

INFORMATION FOR DIRECTORY USERS

Those seeking professional development opportunities can search the directory of registered professional development providers in a variety of ways. Seekers might be individual teachers or education services personnel who are mandated by state regulations to acquire 100 hours of professional development every five years. Registered providers have assured that the training they offer is consistent with New Jersey's Professional Development Standards. The directory is updated frequently as new providers register on the site. Currently, more than 3,000 providers have registered and appear in the directory. Both the New Jersey Department of Education and the Professional Teaching Standards Board are committed to improving the quality of professional development experiences available to educators by offering this resource.

Professional Development seekers can search the directory by provider name, by geographic area served, by Core Curriculum Content Standard, by area of instructional concentration, and by keyword.

PROVIDER INFORMATION IS REVIEWED FOR COMPLETENESS ONLY. THE DEPARTMENT OF EDUCATION, ITS OFFICERS, AGENTS OR EMPLOYEES DO NOT APPROVE, ENDORSE OR SPONSOR ANY PROVIDER LISTED IN THE DIRECTORY AND DO NOT APPROVE, ENDORSE, OR SPONSOR ANY INFORMATION OR PROGRAM OFFERED BY ANY SUCH PROVIDER.

The directory is provided solely as a courtesy and convenience to you, the user. The Department of Education, its officers, agents or employees exercise no control over the organizations, views, accuracy, copyright or trademark compliance or the legality of the information or programs offered by any provider and do not sponsor or approve the content, information, products, materials, opinions or services offered by any provider. Seekers use the information provided in the directory at their own risk. The Department of Education, its officers, agents or employees specifically disclaim any and all liability from damages which may result from the utilization of the information provided.

Web site: <http://www.state.nj.us/njded/profdev/providers/reg/htm>

HOW TO BECOME A New Jersey Professional Development Provider

State regulations, effective September 2000, mandate that teachers complete 100 hours of professional development consistent with New Jersey Professional Development Standards every five years. In order to provide professional development for New Jersey's teachers and educational services personnel that counts towards the 100-hour professional development requirement, the **professional development provider must be registered**. *All New Jersey school districts will be automatically registered using the district's current four-digit data processing code assigned by the Department of Education.* Charter schools and participating nonpublic school organizations will be assigned a data processing code. The code will be used for the purpose of tracking.

Registration Procedure

A registered provider must comply fully with the laws, regulatory provisions and Constitution of the United States and the State of New Jersey and not advocate the violation of any law, regulatory provision or Constitution of the United States or the State of New Jersey.

The electronic registration form is divided into three sections. Providers must fill out the registration form according to their provider classification, as explained below. **Please read each section carefully to ensure that the registration form is completed properly.**

PROVIDER CLASSIFICATIONS

There are two classifications for New Jersey professional development providers:

Classification One:

The following entities are Classification One providers and must register to offer professional programs compliant with the New Jersey Professional Development Standards:

- Public school districts (including charter schools)/nonpublic schools which provide professional development for teachers outside of their own districts;
- Regional education service centers in New Jersey;
- Institutions of higher education in New Jersey licensed by the New Jersey Commission on Higher Education (NOTE: Higher education institutions can register at the college, school, department level or a small education unit such as a summer institute. Higher education information will be most useful at the smaller educational unit levels such as level of the department or institute);
- Not-for-profit professional education associations that have offered professional development in New Jersey for a minimum of five years; and
- New Jersey state agencies.

Individuals who provide professional development with or as a representative of a school district or any of the above entities should use the registration number of their respective entity.

Accredited universities/colleges outside of New Jersey will be approved through the Professional Improvement Plan (PIP) process. Districts and individuals pursuing professional development activities with these colleges and universities will use the school district's assigned Department of Education data processing code.

Accredited means a status attained by an institution through voluntarily meeting standards set by a nongovernmental entity recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.

Classification One professional development providers must complete sections A and B of the online registration system. Classification One providers do not need to complete Section C.

Classification Two:

All other providers of professional development are Classification Two providers and must register by completing sections A, B and C.

REGISTRATION TO BECOME A PROVIDER

The electronic registration form is available at www.state.nj.us/education/

Registration Procedure

Section A: General Information and Assurances

Section A must be filled out by Classification One and Classification Two Providers.

Part 1: General Provider information

- Providers are required to complete all information. Indicate the region(s) of the state and the venues in which professional development can be provided.
- Inclusion on the provider registration list does not imply endorsement by the Department of Education, its agencies, or the PTSB.
- Inaccurate or misleading information may warrant revocation of registration privileges.

Part 2: Provider Assurances

Review the professional development standards, developed by the PTSB and approved by the Commissioner of Education. Professional development offerings must be consistent with these standards and the requirements described in this document. Make this assurance by clicking on the box at the end of Section A: Part 2: Provider Assurances.

Section B: Core Curriculum Content Standards and Other Content and Skill Areas Covered

Section B must be filled out by Classification One and Classification Two providers.

Indicate the Core Curriculum Content Standards area(s), other instructional concentrations(s) and grade level(s) in which professional development is offered.

Section C: Other Registration Information

Section C must be filled out by Classification Two providers.

Answer the questions on your experience and expertise as a professional development provider. This information will help school districts and individuals to make appropriate selections.

Once again, the online electronic registration form is available at www.state.nj.us/education/

PROFESSIONAL DEVELOPMENT DOCUMENTATION FORM

Name of Provider: _____

Provider/District Registration Number: _____

Educator's Name: _____

Title of Professional Development Activity: _____

Description of Professional Development Activity: _____

Date: _____

Location: _____

Presenter(s)/Facilitator(s): _____

Number of Actual Professional Development Hours: _____

*I certify that the above-named educator has accrued the
indicated number of Professional Development hours.*

(Signature of Provider/Provider of Record)

